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## KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson, Suite 507, Topeka, KS 66612 785-296-3053 www.ksbtp.ks.gov

### CERTIFICATE OF AUTHORIZATION FOR BUSINESS ENTITY - APPLICATION

- **INSTRUCTIONS:** Applicants should read all statutes, rules and regulations for information regarding application requirements. **MAIL COMPLETED APPLICATION ALONG WITH ITEMS LISTED BELOW TO KSBTP.** A Certificate will be sent upon approval of application with authority to practice granted on the date of approval.

**1. \$170.00 Fee.** Make check payable to the Kansas State Board of Technical Professions. Application fees are non-refundable. Pending application files may be retained for a period of one year, after which time a new application and fee must be submitted. (If this application is a Reinstatement, the fee is \$100.00)

**2. Copy of the Articles of Formation for the home state for the Business Entity (for example, Articles of Incorporation).**

**3. KANSAS Certificate of Good Standing** or document showing registration with the Kansas Secretary of State for domestic and foreign business entities. You must obtain this document from the **Kansas Secretary of State's** office at 785-296-4564 or www.kssos.org. If you are a foreign (out of state) business entity, see K.S.A. 56a-1104 (LLPs), K.S.A. 17-76,121a (LLCs), or K.S.A. 17-7303 (Corporations) at this web site, [www.kslegislature.org](http://www.kslegislature.org) to determine if activities of your business entity do or do not constitute doing business in Kansas. Consult with legal counsel or other professional to determine this. If the business entity determines to NOT file with the Kansas Secretary of State, include with this application a letter stating your reason for not filing.

- The Certificate of Authorization shall be renewed biennially. Business Entities with names beginning with A-L renew by December 31 in even numbered years, M-Z renew by December 31 in odd numbered years. Renewal notices are mailed at least 60 days prior to renewal date.

#### **I. APPLICATION FOR THE PRACTICE OF: (Please mark only one.)**

ARCHITECTURE      ENGINEERING      LAND SURVEYING      GEOLOGY      LANDSCAPE ARCHITECTURE

K.A.R. 66-7-2(a) A separate application shall be submitted for each technical profession for which a business entity wishes to become authorized.

#### **II. GENERAL INFORMATION:**

Name of Business Entity: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Official Mail is sent to Responsible Principal unless alternate name is listed here: \_\_\_\_\_

E-MAIL (for electronic official correspondence): \_\_\_\_\_

Other Offices of Business Entity: (List address and phone number of each. Use separate sheet if necessary.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**III. LIST PRINCIPALS FOR THE BUSINESS ENTITY:** (K.S.A. 73-7003(q) "Principal" is defined as a person who serves in a business entity as an officer, member of a board of directors, member of a limited liability company or partner.) Use separate sheet if necessary. One of Principals listed below must sign and seal Part V on Page 3 of this application.

Name	Address	Title	KS License #	% of Ownership
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____

**IV. LIST OTHER PROFESSIONALS LICENSED IN KANSAS:**

Name	Address	KS License #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

**V. AFFIDAVIT OF RESPONSIBILITY FOR RESPONSIBLE PRINCIPAL:**

Please see K.S.A. 74-7036(1). One **Principal** listed in Part III of this Application must accept responsibility for the decisions and activities of the profession for which the business entity seeks authority to practice. The responsible principal must be licensed in Kansas to practice the same technical profession as the business entity is seeking authority to practice. If the Principal is in the process of being individually licensed, wait to send in the business entity application until the Principal is licensed in Kansas and has purchased a seal.

I, \_\_\_\_\_, state that I am licensed in Kansas by the Kansas Board of Technical Professions as a \_\_\_\_\_ (name of profession), Kansas License # \_\_\_\_\_, and that I am the Responsible Principal for \_\_\_\_\_ (name of Business Entity) to practice a technical profession in Kansas. I am a regular employee and participant in this business entity.



\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PRINCIPAL

\_\_\_\_\_  
DATE

KANSAS Professional Seal

**VI. AFFIDAVIT OF APPLICATION:**

I have been authorized to prepare this application for a Certificate of Authorization for a Business Entity. The Articles of Formation for this Business Entity authorize the Business Entity to provide technical professional services which will be performed in the State of Kansas. I have read the contents of this application and to the best of my knowledge and belief the statements contained herein are true and correct.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Business Entity

**KANSAS STATUTES regarding Certificates of Authorization:**

K.S.A. 74-7001. Technical professions; unlawful practice; representation and use of title. (a) Except as otherwise provided in this act, it shall be unlawful for any person to practice or to offer to practice in the state of Kansas, any profession included within the term technical professions, as such term is defined in the provisions of this act, unless such person has been duly licensed to practice such profession under this act or hold a certificate of authorization issued under K.S.A. 74-7036. (b) Any person practicing any technical profession in this state, or calling or representing such person as a licensed practitioner of such technical profession, or using the title of a licensed practitioner of such technical profession shall be required to submit evidence that such person is qualified to practice such technical profession and is duly licensed under this act or holds a certificate of authorization issued under K.S.A. 74-7036. History: L.1976, ch.334,sec.1;L.1978,ch.326,sec.1;L.1980,ch.244,sec.2;July1.

K.S.A. 74-7003. Definitions. ... (p) "Business entity" means a general corporation, professional corporation, limited liability company, limited liability partnership, corporate partnership or other legal entity created by law. (q) "Principal" means a person who serves in a business entity as an officer, member of a board of directors, member of a limited liability company or partner. History: L.1976,ch.334,sec.2;L.1978,ch.326,sec.2;L.1992,ch.240,sec.3;Jan.1,1993;L.1995,ch.104,sec.3;L.1997,ch.128,sec.1,July1. Effective July 1, 2009.

K.S.A. 74-7036. Practice of technical professions by business entity; conditions; application for certificate of authorization, contents; application fee; biennial information; business entity changes of principal, reporting; services business entity authorized to provide; application of section. (a) Notwithstanding any other provision of law, a business entity may be organized for the practice of one or more of the technical professions if: (1) One or more principals is designated as responsible for the activities and decisions relating to the practice of such profession and is licensed to practice such profession by the board and is a regular employee of and active participant in the business entity; (2) each person engaged in the practice of the technical profession is licensed to practice such profession by the board or is exempt from licensure under K.S.A. 74-7031 through 74-7035, and amendments thereto, or is exempt from examination for licensure in this state under K.S.A. 74-7024, and amendments thereto; and (3) such business entity has been issued a certificate of authorization by the board. (b) A business entity may apply to the board for a certificate of authorization, upon a form prescribed by the board, listing the names and addresses of all principals licensed to practice the technical profession and such other information as may be required by the board. The application for a certificate of authorization shall be accompanied by an application fee fixed by the board under K.S.A. 74-7009, and amendments thereto. Except as provided in subsection (e), the certificate of authorization shall be renewed biennially. The biennial renewal fee fixed by the board under K.S.A. 74-7009, and amendments thereto shall be accompanied by a form prescribed by the board providing current information. In the event of a change of any principal, such change shall be provided to the board within 30 days after the effective date of such change. (c) If the board finds that such business entity is in compliance with all of the requirements of this section, the board shall issue a certificate of authorization to such business entity designating the technical profession for which such business entity is authorized to provide services. (d) No business entity issued a certificate of authorization under this section shall be relieved of responsibility for the conduct or acts of its agents, employees or principals by reason of its compliance with the provisions of this section, nor shall any individual practicing a technical profession be relieved of responsibility and liability for services performed by reason of employment or relationship with such business entity. The requirements of this section shall not affect a business entity and its employees in performing services included within the term "technical professions" solely for the benefit of such business entity or subsidiary or affiliated business entities. Nothing in this section shall exempt any business entity from the provisions of any other law applicable thereto. (e) (1) The board is hereby authorized to issue a one-time renewal of the certificate of authorization for a business entity for a one-year period under the following conditions: (A) The certificate of authorization is scheduled for renewal on or after December 31, 2010; (B) the name of the business entity begins with a letter in the last half of the alphabet; (C) the board notifies the business entity that its certificate of authorization will be renewed for one year; and (D) the fee for renewal under this subsection shall be one-half of the biennial renewal fee set forth in K.S.A. 74-7009, and amendments thereto. (2) Any certificate of authorization which has been renewed for a period of one year in accordance with this subsection shall be subsequently renewed on a biennial basis as prescribed by K.S.A. 74-7001 et seq. and amendments thereto. (3) No certificate of authorization shall be renewed for a period of one year on or after January 1, 2012. History: L.1980,ch.244,sec.1;L.1992,ch.240,sec.25;Jan.1,1993. Effective July 1, 2009.

**For further information on Kansas Statutes and Kansas State Board of Technical Professions Rules and Regulations, please call 785-296-3053 or see the web page at: <http://www.ksbtp.ks.gov>**